

COMMITTEE ON COMMITTEE (CONC) REPORT ON REVIEWED COMMITTEES

ACADEMIC FREEDOM AND TENURE COUNCIL ON LIBERAL EDUCATION EDUCATIONAL POLICY JUDICIAL STUDENT BEHAVIOR

MARCH 7, 2013

BACKGROUND OF CONC REVIEW OF COMMITTEES

The ConC charge was amended in February 2011 to include the following provisions:

- b. To meet during the fall semester with committee chairs, on a rotating basis determined by the committee, to review with each committee chair the charge to the committee and how well it has been functioning, and pursuant to these discussions, to make recommendations to the Senate Consultative Committee about any changes in committee structure, charge, or membership which it deems appropriate.
- c. To review and forward as appropriate to the University Senate any proposed changes to the charge, membership, or ex officio members for committees of the University Senate prior to approval from the University Senate.

The ConC began its review of the Senate committees in Fall 2011 and this report is for the second set of committees undergoing review. The process was described in the initial letter to the committee chair (attachment) and consisted of 1) a meeting between the ConC Chair and the chair of the committee being reviewed, 2) a discussion at a meeting of the committee that would be moderated by two members of the ConC, and 3) confidential feedback after the meeting from members via email or phone calls.

The ConC determined that it would create a report to synthesize the feedback it received. The report would then be shared with each committee under review for additional comments before being presented to the appropriate Consultative Committee and Senate.

Types of Questions asked of the committee members:

1. Thinking of what the committee has done in the past few years, does the charge encompass these efforts?
2. Are there enough/too many members?
3. Is the membership distribution – type of members, gender, campus, etc. – adequate?
4. Are there other members of the University community that would be appropriate to add, to serve in an ex officio manner?

OVERALL COMMENTS AND RECOMMENDATIONS

ConC has three overall recommendations that came from this year's review process. These apply to all Senate Committees to greater or lesser degree but ConC wanted to be sure to address them all within this report:

- 1) Committee members from the non-Twin Cities campuses are feeling disadvantaged. These members are being encouraged to save time and money by not attending Senate committee meetings in person. However, participation via a telephone conferencing system is significantly inferior to in-person participation. The result can often be that the voices of non-Twin Cities campus members are not being heard as effectively in committee discussions. Technology for tele-presence at remote meetings has come a long way from telephone conferencing; yet the primary Senate committee meeting rooms, most notably those in Morrill Hall, remain woefully stuck with this primitive technology. The Senate Committee on Committees urges the Senate Consultative Committee to take up the issue of tele-presence at meetings with the appropriate University administrators with the goal of developing and implementing a solution that would enable non-Twin Cities Senate committee members to participate more fully in meetings as soon as possible. At a minimum, the solution should be applied to the most commonly used meeting rooms in Morrill Hall. This vital link between Senate committees and all their members throughout the state should not be left to the vagaries of old technology.
- 2) As e-learning becomes a more important part of the University curriculum, ConC encourages SCC, in its communications with University administration, to consider questions that need to go to Senate Committees for consultation through the formal governance process. Different pieces may need to go to different committees; so this should be an ongoing process. As committee charges need to be adjusted to include the governance work for e-learning, ConC must be consulted to begin the charge change process.
- 3) Senate Committees are often tasked with issues that fall under the purview of more than one committee. It can be hard for these committees to know if they are addressing problems or working on issues that have already come before, or should come before, another committee. ConC recommends that SCC continue to encourage communication among the committees in as many ways as possible including
 - a. Committee chairs meeting at the beginning of the year to allow chairs to hear what work is expected to come before other committees so that similar issues can be worked on in tandem. Perhaps a second meeting part way through the year to encourage further communication on new issues that have come up.
 - b. SCC members, as those most prone to hear of the work of Senate Committees, should keep in their minds work under discussion by one committee that might be of interest or purview to another committee and then encourage committee chairs to talk with each other as issues arise.
 - c. ConC is creating a "welcome packet" for new committee chairs and members. This packet will include information on each committee as well as issues that arise in common between committees. Committee chairs with common issues will be encouraged to meet a couple of times a year to ensure they are in communication about issues of common import.

ACADEMIC FREEDOM AND TENURE

The Review

Two members of the Committee on Committees (Vernon Cardwell and Joanna O'Connell) met with the committee on September 21, 2012. The current charge, membership, and the letters to the committee chair were distributed to all members (attachments). In addition, ConC Chair Stacy Doepner-Hove met with the Co-Chairs, Carl Flink and Karen Miksch, on September 19, 2012.

List of Significant Activities from 2007-08 to 2011-12

2007-08

Items sent to the Senate for action/discussion

- Tenure Policy amendments
- Promotion and Tenure Procedures
- Statement on University obligation to support faculty research

Items sent to the Senate for information

- None

Significant consultation

- Copyright policy
- Academic freedom language and the code of conduct
- Report of the task force on academic freedom
- Promotion and tenure data
- Post-tenure review
- Term and contract faculty hiring
- Wave one college transfers
- Professional speech/academic freedom/the First Amendment
- Procedures document for term faculty
- Academic freedom for administrators
- Hurdles to tenure
- Negative comments on student rating forms
- UMR personnel plan

Other

- None

2008-09

Items sent to the Senate for action/discussion

- Amendment to the Regents policy on academic freedom and responsibility
- Amendment to the Regents policy Code of Conduct
- Amendment to student rating of teaching policy
- Procedures for reviewing tenured and tenure-track faculty,

Items sent to the Senate for information

- None

Significant consultation

- Copyright policy
- University of Illinois statement on political activities
- UMR campus personnel plan
- Post-tenure review
- Application of 7.12 standards
- Intellectual mobility and Section 12 of the tenure code
- Student-rating-of-teaching policy and use of written comments
- Women and tenure
- Medical School reviews

Other

- None

2009-10

Items sent to the Senate for action/discussion

- Statement on academic freedom for parents
- Statement on the College of Education and Human Development program matter
- Syllabus statement on academic freedom
- Tenure code revisions

Items sent to the Senate for information

- None

Significant consultation

- AHC faculty forum on clinical scholars
- Appointment of AHC faculty
- Potential inequities in the use of written student comments on rating forms in personnel decisions
- Best practices, use of student-rating-of-teaching data
- Professional liability insurance
- Women's Faculty Cabinet issues
- Electronic voting in promotion and tenure
- Academic freedom and the Institutional Review Board
- Clinical work and tenure
- Recording lectures without instructor knowledge
- Teacher-education curriculum notes and publicity
- Animal-research vandalism and a University student
- Meaning of "fiscal emergency" in the tenure code
- School of Dentistry personnel plan
- Role of the instructor in deciding how a class will be delivered
- Section 12 of the tenure code

Other

- None

2010-11

Items sent to the Senate for action/discussion

- Interpretations and promotion-and-tenure procedural amendments
- Statement on the Center for Holocaust and Genocide Studies lawsuit
- Tenure policy changes;

Items sent to the Senate for information

- None

Significant consultation

- Teaching track in the Academic Health Center
- Policy on academic appointments with teaching function
- Faculty culture task force report
- Discussion of the film "Troubled Waters"
- Women in higher education
- "The Risk to Academic Freedom That Lurks in Corporate Consulting Contracts"
- Report on faculty promotion and tenure and P&A continuous appointments
- Grievances and academic freedom
- Grievances and allegations of retaliation
- College personnel plans
- Report of the Clinical Faculty Task Force
- Emails and Minnesota Data Practices Act requests
- Policy on non-renewal of P&A staff
- Academic freedom questions about the University policy "Education Abroad Opportunities: Addressing Health and Safety Risks"

Other

- None

2011-12

Items sent to the Senate for action/discussion

- White paper on academic freedom

Items sent to the Senate for information

- None

Significant consultation

- Section 6 of the tenure code
- Status of 7.12 statements
- Approval for international travel for doctoral dissertation research
- Faculty rights and online materials
- 7.12 statements and post-tenure review
- Proposed changes to the procedure "Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty"
- Post-tenure review
- The "philosophy" of tenured and tenure-track faculty versus non-tenure-track faculty
- Procedures for section 12 of the tenure regulations
- Balance between tenured and non-tenured faculty, College of Design and School of Dentistry
- 7.12 statements and funding requirements
- Academic freedom and external research support
- Open-access publishing fund
- Tenure procedures, section 5 (holding tenure at more than one institution)
- Facebook passwords, Twitter, and academic freedom
- Faculty Senate membership (the proportion of tenured and non-tenured/contract faculty serving as senators)
- Consideration in promotion and tenure of computer-based discourse and alternative publications or works

Other

- None

Issues identified by the Committee

AF&T members discussed all sections of their charge with care, and noted some concerns with language and their understanding of the process of post-tenure review, although they are committed to carrying out this portion of their charge.

After careful discussion of the functioning of the committee itself, the effectiveness of its communication with other committees, and its ability to present resolutions to the Senate, it was thought that an internal review might prove an effective means of providing information and continuity for the committee and especially for new chairs.

ConC Recommendations for this Committee

While no specific requests or recommendations for changes emerged from this visit, AF&T members reiterated the importance of continuing representation and attendance by more than telephone for coordinate campus representatives, and the importance that the ConC continue to provide a broadly representative mix of nominations for membership. Co-Chair Carl Flink suggested that more CLA members would be useful, given the wide variety of units in that college.

Upon review of the draft report, AF&T noted that two graduate students have been asked to participate in the committee discussions in 2011-12. AF&T made a formal request to modify its membership to permanently include two graduate students and ConC has approved this request.

COUNCIL ON LIBERAL EDUCATION

The Review

Two members of the Committee on Committees (Rick McCormick and Sarah Waldemar) met with the committee on October 9, 2012. The current charge, membership, and the letters to the committee chair were distributed to all members (attachments). In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Peter Hudleston, on September 5, 2012.

List of Significant Activities from 2007-08 to 2011-12

2007-08

Items sent to the Senate for action/discussion

- Renewing Our Commitment to Liberal Education Report of the Council on Liberal Education University of Minnesota-Twin Cities Approved by the Twin Cities Assembly April, 2008

Items sent to the Senate for information

- None

Significant consultation

- Chair met several time with the University Senate and Educational Policy Committee to report on where the process was.

Other

- Annual meeting with the Senate Committee on Education Policy to report on the LE curriculum and CLE activities

2008-09

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- Started the course proposal review of the LE course proposals for the fall 2010 LE implementation.
Reviewed 251 course proposals
Approved 229 course proposals (Courses can be resubmitted or submitted for another LE requirement. The CLE will make recommendations and suggestions. Most proposals are approved on the second submission so some courses being counted twice in the submission but they are approved once.).
- Annual meeting with the Senate Committee on Education Policy to report on the LE curriculum and CLE activities

2009-10

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- Reviewed courses proposals for the F10 LE requirements
Reviewed 439 course proposals

- Approved 372 course proposals
- Annual meeting with the Senate Committee on Education Policy to report on the LE curriculum and CLE activities

2010-11

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- Reviewed courses proposals for the F10 LE requirements
Reviewed course proposals for the F10 LE requirements
Reviewed 115 course proposals.
Approved 96 course proposals
- Annual meeting with the Senate Committee on Education Policy to report on the LE curriculum and CLE activities
- Started preparing for the F10 LE courses recertification view. Course will be recertified on a chronological basis according to the term/year approved. If a course is approved for two LE requirements, both will be reviewed at the same time to keep down the amount of work for departments. The recertification is done a 4 to 5 year cycle.

2011-12

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- Reviewed course proposals for the F10 LE requirements
Reviewed 61 course proposals
Approved 49 course proposals
- Annual meeting with the Senate Committee on Education Policy to report on the LE curriculum and CLE activities
- Sent out the lists of courses to be recertified, starting with courses approved during the fall 2008-spring 2009 academic year. 175 courses to be recertified in the first recertification phase.

Issues identified by the Committee

At the start of the discussion, Rick McCormick mentioned that he had chaired the Council on Liberal Education (CLE) for two years in the early part of the last decade. CLE Chair Peter Hudleston and staff member Laurel Carroll explained a bit about how things had changed since then: All documents relevant to the consideration of each course are now online, which saves photocopying; the Council now forms itself into teams that divide up the courses to be considered. Each team reviews about six courses per meeting and makes recommendations as to whether each course should be approved for the LE theme and/or core for which it is being considered. Periodically, and especially at the beginning of each academic year, the entire Council reviews some of the courses, so that all members, especially the new ones, become familiar with how the Council evaluates courses and so that everyone is "on the same page"

about this, as it were.

The Council is now considering both new proposals for courses to meet LE core requirements and themes and also proposals to recertify courses that already meet LE requirements. When the LE requirements were revised and the revised requirements went into effect in the Fall of 2010, a new, fifth LE theme was added, Technology and Society. Since 2010, the requirement that each student take a course in each of the 5 themes has been revised; now each student needs only to take courses in 4 of the 5 themes (Global Perspectives, Social Justice & Diversity in the US, Civic Life & Ethics, Environment, and Technology & Society).

In response to the question of whether CLE's charge needed revision, there was consensus that it does because it is very outdated. The old names of the LE core and theme requirements from before the 2010 revision are used in the charge, and there is still mention in it of "distribution requirements," which the LE system replaced in the early 1990s.

The members on the Council are not appointed by the Senate Committee on Committees, but rather by the Vice Provost for Undergraduate Education. The undergraduate representative on the committee stated his opinion that there should be at least another undergraduate on the committee. Otherwise the sentiment of the members was that the constituency of the Council was adequately representative; not all colleges are represented, but the members do not represent the colleges so much as the academic disciplines responsible for teaching the kinds of courses that meet the core and theme requirements.

The feeling of the members was also that the current size of the Council is sufficient to accomplish its work. A smaller Council would be burdened with too many courses for its members to review, and a larger one would make scheduling meetings more difficult.

There are no ex-officio members. The Vice Provost for Undergraduate Education attends meetings occasionally; the members were not certain exactly what the status of the Vice Provost is with regard to membership on the Council.

The Council has dual reporting lines: it reports both to the Vice Provost for Undergraduate Education and to the Senate Committee on Educational Policy.

ConC Recommendations for this Committee

Action already begun: CLE members agreed that updating the committee charge should be done. ConC defined a process for the update: staff from CLE and ConC would create a draft of a new charge, that draft was created and sent to CLE for review. CLE will review the draft and send it to ConC for final review and ConC will send it on to the SCC and then for approval by the full Senate. The revision of charge is expected to be approved in spring 2013.

EDUCATIONAL POLICY

The Review

Two members of the Committee on Committees (Shawn Curley and Steve Yussen) met with the committee on September 19, 2012. The current charge, membership, and the letters to the committee chair were distributed to all members (attachments). In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Alon McCormick, on September 11, 2012.

List of Significant Activities from 2007-08 to 2011-12

2007-08

Items sent to the Senate for action/discussion

- New student-evaluation-of-teaching questions
- Student rating of instruction
- Recommendations for Twin Cities campus liberal education requirements
- 2012-13 calendars
- Policy review: policies related to degrees; policy revisions (multiple)

Items sent to the Senate for information

- None

Significant consultation

- Voluntary System of Accountability;
- Earned versus unearned F grades
- Student learning outcomes pilot project
- Procedures for students filling out the rating forms (problems in classrooms)
- Relationships with K-12 education
- The role of the faculty in admissions
- Proposed policy for designating service-learning courses
- The immutable F and replacing an F with an N by bracketing the F
- Ws and related matters
- New classroom and classroom scheduling information
- Study-abroad programs and the Learning Abroad Center
- Tuition-band cap
- SMART program
- NCAA recertification
- Academic programs in merged colleges
- Course numbers and content
- Liberal education requirements
- Teaching award nominations
- Constitution Day program
- Students' right to know who graded their work
- Extra credit
- Mid-term alerts
- Tuition-band cap enforcement

Other

- None

2008-09

Items sent to the Senate for action/discussion

- Review of educational policies (use of class notes and course materials, campus-specific credit requirements for degrees, classroom expectations)
- Review of educational policies (course numbering, remedial courses, and other transcript notations)
- Credit requirements for an undergraduate degree

- Review of educational policies: (1) class scheduling; (2) enrolling in overlapping or back-to-back classes; (3) degrees with distinction and with honor; (4) educational materials conflict of interest; (5) establishing, enforcing, and waiving prerequisites; (6) evaluation of teaching; (7) faculty role in advising on the curriculum
- Policy reviews: (1) Credit and Grade-Point Requirements for an Undergraduate (Baccalaureate) Degree; (2) Educational Materials Conflict of Interest; (3) Grading and Transcripts; (4) High School Preparation Requirements; (5) Leave of Absence and Readmission; (6) Makeup Work for Legitimate Absences; (7) Promoting Timely Graduation
- Policy review: (1) academic calendars; (2) evaluation of teaching; (3) grading and transcripts; (4) holds on records and registration; (5) classroom management; (6) makeup work for legitimate absences; (7) syllabus requirements and guidelines; (8) maintaining course records; (9) classroom scheduling issues
- 2013-2014 calendars;

Items sent to the Senate for information

- None

Significant consultation

- Redrafted educational policy review
- Credits, degrees, and majors
- Use of new student-rating data for teaching awards
- Blank grades
- New student-rating-of-teaching forms
- End-of-term examinations
- Undergraduate initiatives
- Classroom needs assessment
- Teaching awards
- Credits for lab hours
- Welcome Week
- Law School rating of teaching
- National Survey of Student Engagement and Voluntary System of Accountability
- Exception for men's basketball
- Sundays and the final examination schedule
- Graduate School issues
- The Writing Board (Twin Cities campus)
- Credit and degree requirements and graduation rates
- Due date for grades; classroom scheduling (Twin Cities)
- Degree-completion data by department
- Student-learning outcomes pilot project (Twin Cities)
- Use of written comments on student-rating-of-teaching forms
- Report on graduate education

Other

- None

2009-10

Items sent to the Senate for action/discussion

- Policy on expected student academic work per credit
- Legitimate absences from final examinations
- Revision of teaching-awards policy
- Grading and transcripts policy: No W if a student is accused of academic misconduct
- Classes on University holidays
- Legitimate absences from final examinations
- Academic freedom syllabus statement
- "Skills" courses
- Calendars

- Makeup work for legitimate absences

Items sent to the Senate for information

- None

Significant consultation

- Optional question bank for student rating of teaching
- Twin Cities undergraduate curriculum committee
- Policy on reorganization
- Allocation of teaching award nominations by college
- Student rating forms in short courses
- Review of the curriculum
- Online course evaluations
- Peer review of teaching
- Grade due date clarification
- The D grade in Dentistry
- Policy amendments
- Graduate School issues
- Data on graduate students/enrollment
- Update on undergraduate education
- Academic incivility/graduate-student advising
- Report from the Classroom Advisory Subcommittee
- Awards
- Policies affecting online learning
- Update on University Honors Program
- Update from the Council on Liberal Education
- Credits required for a degree
- Update on the University of Minnesota, Rochester
- Makeup quizzes
- Enrollment-management committee
- Issues from the Graduate School
- Statement on excess credits

Other

- None

2010-11

Items sent to the Senate for action/discussion

- Proposed policy on appointments to graduate examining committees
- High-school preparation standards (mathematics)
- Policy on appointments as director of graduate studies
- Policies on credit for nationally-recognized exams and on departmental exams for proficient or credit
- Policy on the Application of Graduate Credits to Degree Requirements
- Policy on Credit Requirements for Master's and Doctoral Degrees
- P&A eligibility for teaching awards
- Leave-of-absence policy for graduate students
- Policies: Adding, Changing, or Discontinuing Academic Plans, Curriculum, and Requirements; Credit Requirements for Master's and Doctoral Degrees; Appointments as Directors of Graduate Studies
- Statement on classroom funding
- Eliminating the skills courses limit;

Items sent to the Senate for information

- None

Significant consultation

- Enrollment management committee
- Class scheduling policy

- Teaching and the budget model
- Academic advising audit
- E-education
- Budget model
- Definition of 5xxx courses
- Expected academic work per credit for graduate students
- Report on liberal-education courses
- Advanced-placement courses
- Curriculum analysis
- Sample degree plans
- Syllabus statement on academic freedom
- Resolution on academic civility
- Update on undergraduate education
- Classroom Advisory Subcommittee report
- Update on classrooms
- Credits for degrees with distinction
- Graduate School policies
- Syllabus policy and an academic-freedom statement
- Resolution on academic civility
- Awards committees
- Classes during breaks
- Degrees with distinction
- Cancelling "audit" registrations
- Evaluation of instruction in the Academic Health Center
- Award winners
- Delegation of authority to Morris
- Early-term assessment of teaching and learning
- Resolution on academic civility
- Cancelling students who register for audit status
- Curriculum committee
- Funding allocation mechanisms for graduate programs

Other

- None

2011-12

Items sent to the Senate for action/discussion

- Graduate education policy
- Performance standards, progress, and completion
- Graduate-education policies
- Post-baccalaureate Certificate Plans Approved by the Board of Regents & Admission for Master's and Doctoral Degrees
- Change in liberal education requirements (Twin Cities Campus)
- Policy on readmission and changes to master's or doctoral degree objectives
- High-school preparation requirements viewed as a graduation requirement
- Policy on University-Administered Graduate Student Fellowships and Traineeships
- Recommendation and statement from the Classroom Advisory Subcommittee

Items sent to the Senate for information

- None

Significant consultation

- Update on undergraduate education
- Online student rating of teaching
- Update on graduate education
- Advanced placement (AP) courses
- Grading practices and transcripts

- Textbook prices
- Quality metrics for Ph.D. programs
- Lists of instructors ranked as excellent by their students
- Transfer students
- Scope, Size, and Mission report on graduate and professional education
- Recommendations from the Classroom Advisory Subcommittee on final examinations
- Context for grades on transcripts
- Twin Cities curriculum committee
- Syllabus as a legal document
- The S and the C-
- Update on retention and graduation in undergraduate education
- Update on "Access to Success"
- Graduate School fund distribution model
- Turnitin.com
- The Wednesday before Thanksgiving
- Report of the virtual subcommittee on student course information availability
- Transfer student admissions, Twin Cities campus
- B.A. versus B.S.
- Excused absences on Election Day
- Initiatives to improve retention and 4-year graduation rates

Other

- None

Issues identified by the Committee

Overall

Generally the committee is functioning well and is a very busy committee. The charge is appropriate and the size of the committee is probably at or near its upper limit for productivity. Regarding the charge and agenda, it was noted that Provost Hanson at a recent visit to SCEP asked the committee to be “less reactive and more proactive.” The committee might consider how to achieve this. For example, the practice of the FCC is to develop and have the committee prioritize possible issues of interest at the start of the academic year. SCEP could consider ways of allowing the members to be more involved in agenda setting, as desired.

Member Mix

ConC should be sure that SCEP continues to have a mix within its membership. There should be a mix of members who work with grad and undergrad programs, and among science and non-science specialties. At present, the biological sciences may be overrepresented on the committee. Other areas of possible consideration for committee membership are interest in global programs and interdisciplinary programs. At least one member felt a voting member from the global programs office would be useful; however, others argued against expanding the committee on this basis. The counterargument is partly one of committee size, partly one of committee philosophy—members are expected to serve the university’s interests, not particular programs, colleges, or special interests. It also is recognized that when the committee has special needs for input on a particular topic at a meeting, they extend invitations to visitors as needed.

Ex -Officio Representation

There are a number of areas where a joint effort is needed (e.g., with the Faculty Consultative Committee). The ex officio representation is adequate and the administrators have used the committee appropriately as a sounding board. One possibility for the committee to consider is whether Academic Support Resources should perhaps have an ex officio representative.

Gray areas

There are at least a couple areas of concern that by policy or in meetings are placed under SCEP whose relevance to the committee charge is unclear or which seem to have multiple homes. There is an issue of responsibility and/or things falling through the cracks, e.g.:

1. E-education: There are a number of groups dealing with learning and e-education so there is always the question about where issues should be discussed in a very decentralized organization.
2. Faculty workload: The committee has just discussed defining a credit hour and how it affects faculty workload. It was also noted that the faculty workload policy currently is under SCEP responsibility. Could this be an issue better suited for the Senate Committee on Faculty Affairs?

General Governance Issue (Beyond SCEP)

Morris members on all U committees received a memo from the Senate Office at the beginning of the academic year encouraging them to participate remotely at Senate meetings. However, the feedback from those who have participated at meetings remotely by phone (current standard practice) is that it is not close to being the same as in-person participation. ConC should consider a recommendation to look into better alternatives to remote participation than conference calling.

ConC Recommendations for this Committee

There are no specific recommendations for this committee other than to encourage the close work with Faculty Affairs on issues that will be of concern to both committees, such as the faculty workload issue.

JUDICIAL

The Review

Three members of the Committee on Committees (David Kirkpatrick, John Matheson, and Peh Ng) solicited feedback from 16 of the 19 committee members via email and phone. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Brian Horgan, on September 14, 2012.

List of Significant Activities from 2007-08 to 2011-12

2007-08

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 2 faculty filed complaints

2008-09

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 1 faculty filed a complaint

2009-10

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 3 faculty filed complaints

2010-11

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 5 faculty filed complaints
- Revisions to *Faculty Tenure* were discussed

2011-12

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 4 faculty filed complaints
- Revisions to the P&T procedures were discussed
- SJC Rules of Procedures were revised

Issues identified by the Committee:

The members surveyed were almost unanimous in their response to the first question, feeling that the committee did an excellent job in meeting the charge of the committee, and that the charge itself was appropriate. Similarly, the number of members was deemed appropriate. While large, the potential variety of cases and the diverse nature of the faculty require a committee of this size. The need to have long-serving members and a strong system for acquainting new members with the committee's charge and operational mechanisms were mentioned by multiple respondents. Membership distribution was considered reasonable, although the need for members from coordinate campuses and the involvement of a diverse faculty cohort (faculty of color, foreign-born faculty, etc.) were stressed by respondents. Finally, no ex officio members were deemed appropriate, other than the legal counsel already provided. The legal counsel was mentioned as being vital to the committee by multiple respondents, as was the need to remain independent of any administrative involvement.

Only minor concerns were identified during the review process. The membership of the committee should be maintained at the current size, with an ongoing consideration that representation of a diverse faculty group, including involvement of coordinate campus faculty, is necessary for the proper function of the committee. Independent legal counsel is required for this committee, and should be maintained. Incoming committee members should be thoroughly briefed on the charge and the activities of the committee, with emphasis on the independent nature of the committee.

ConC Recommendations for this Committee:

ConC should consider appointments from a diverse faculty group, including involvement from all campuses with non-unionized faculty.

Continued training and independent attorneys for this committee, while not now lacking, are vital to help ensure the independence of this committee from University administration.

STUDENT BEHAVIOR

The Review

Three members of the Committee on Committees (Frank Douma, Bill Garrard, and Jane Hovland) solicited feedback from committee members via email. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Paul Porter, on September 14, 2012.

List of Significant Activities from 2007-08 to 2011-12

2007-08

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 8 cases forwarded for hearings
 - 3 academic, 5 non-academic

2008-09

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 12 cases forwarded for hearings
 - 6 academic, 6 non-academic

2009-10

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 8 cases forwarded for hearings
 - 2 academic, 6 non-academic

2010-11

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 13 cases forwarded for hearings
 - 7 academic, 6 non-academic

2011-12

Items sent to the Senate for action/discussion

- None

Items sent to the Senate for information

- None

Significant consultation

- None

Other

- 19 cases forwarded for hearings
 - 11 academic, 8 non-academic

Issues identified by the Committee

Member responses indicated that the charge does encompass the work of the committee and the current distribution is adequate. Members of this committee are pleased with the training they received before serving on a hearing committee and the way hearings are conducted. Each hearing is given the time and effort appropriate for the charge by each member. Deliberations are conducted respectfully and methodically.

Committee members responded that the committee functions extremely well and serves an incredibly important role at the U. Some of the hearings and deliberations are quite long but all members take their roles seriously. Comments were received regarding difficulty at times of securing enough panel members for a hearing on a particular day and time or over the summer months, as well as assuring that there are enough student panel members who can better relate to the students being charged through this process.

One member commented that the timing and uncertainty of the hearing duration can be hard for members who have personal conflicts after work hours, since most hearings continue past 5:00 pm. Another member wrote that involving alumni as hearing panel members might also bring a useful perspective to the hearing process.

ConC Recommendations for this Committee

While the response rate from committee members was not as strong as hoped, there was nothing that stood out as something that needed to be changed or shifted with this committee.

APPENDIX 1

Information Presented to Each Committee

A. Letter sent to Each Committee Chair from the Chair of the Committee on Committees – August 2012

DRAFT of letter to committee chairs to initiate the ConC's rolling review process in Fall 2012

[date]

Dear [colleague],

As part of its regular function, each year the Committee on Committees (ConC) asks Senate committee chairs and others for recommendations for committee membership. A second function of our committee is to communicate with all committees on a routine basis to ensure that their charges are current and that the committee feels comfortable working to achieve that charge; this review process occurs on a 4-5 year average cycle.

We started this process again last fall and now [committee name] is one of the groups that we will interview this fall, with the rest of the committees to follow in subsequent years. As the first step in this process, I would like to meet with you to get your views on your committee's charge and capacity. Following that meeting, a few members of the ConC will be an agenda item at a fall semester meeting of your committee, preferably October or early November, to review and discuss the committee charge with the committee. We will invite all members of the committee and its staff to give their input through email in the weeks following this meeting.

Members of the ConC will then draft a report, to be shared with you, for consideration by the ConC as a whole. Should our discussion result in any recommendation for change in committee structure, charge, or membership, our written recommendation would be sent to the Senate Consultative Committee and to the University/Faculty Senate at large, as is spelled out in our charge as follows:

"b. To meet during the fall semester with committee chairs, on a rotating basis determined by the committee, to review with each committee chair the charge to the committee and how well it has been functioning, and pursuant to these discussions, to make recommendations to the Senate Consultative Committee about any changes in committee structure, charge, or membership which it deems appropriate."

c. To review and forward as appropriate to the University/Faculty Senate any proposed changes to the charge, membership, or ex officio members for committees of the University/Faculty Senate prior to approval from the University/Faculty Senate."

(For the entire text of the ConC charge, please see <http://www1.umn.edu/usenate/charges/concch.html>)

I look forward to our conversation about your committee's work. I look forward to having the chance to speak with you about CLE. If it would be more efficient, Becky Hippert from the Senate office can work to set up a time when we can get together to talk about the committee. Just let me know what might work best for you.

Also, please let me know by Wednesday, September 5 at which October or November meeting ConC members can be invited to your committee's meeting to hold a discussion. Thank you for your time and support in this review process.

Sincerely,

Stacy Doepner-Hove
Chair, Committee on Committees

B. Committee Charges

Faculty Senate Bylaws, Article IV., Section 5

A. ACADEMIC FREEDOM AND TENURE COMMITTEE

The Academic Freedom and Tenure Committee is responsible for all matters of policy related to academic freedom and faculty tenure, including the Regents' policy, "Faculty Tenure." The Academic Freedom and Tenure Committee reports to the Faculty Senate and does not deal with individual disputes.

Membership

The Academic Freedom and Tenure Committee shall consist of (1) no fewer than 7 members of the faculty, of whom at least 5 must be tenured and at least one must come from a campus other than the Twin Cities, and (2) two academic professional members whose responsibilities are primarily teaching or research. The academic professional members may not vote on any issue related to faculty tenure; the decision about whether a matter relates to tenure shall be determined by the chair. Committee members shall be nominated by the Committee on Committees and appointed with the approval of the Senate. The chair of the committee shall be a tenured faculty member.

Duties and Responsibilities

- a. review periodically the University's policies on academic freedom, its underlying principles, and the tenure regulations.
- b. review periodically the tenure-and-promotion system for faculty appointments, and any related policies, and make recommendations to the Faculty Senate and to the appropriate senior academic administrators.
- c. review proposals from any source for amendment of the Regents Policy on Faculty Tenure and report its views to the Faculty Senate within the time limits provided by the Regents' Policy.
- d. review annually the use of contract and non-faculty instructional appointments in all departments and colleges, and make recommendations to the Faculty Senate and the appropriate senior academic administrators.
- e. provide Interpretations of the tenure policies in accordance with the Regents' Policy.
- f. monitor the post-tenure review process.
- g. review and monitor issues of academic freedom arising in, pertinent to, or affecting the University of Minnesota.
- h. promote understanding of the concepts and exercise of academic freedom across the University.

- i. advise senior academic administrators concerning issues of academic freedom, and of academic tenure and rank.
- j. make recommendations it deems appropriate to the Faculty Consultative Committee or other committees of the Faculty Senate.

(updated: 10/3/08)

1. Ex Officio Members of Faculty Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place. The Faculty Senate vice chair may not designate an alternative representative to the Faculty Consultative Committee.

- Academic Freedom and Tenure--Chair of the Faculty Affairs Committee; Office of the Senior Vice President for Academic Affairs and Provost; Chair of the Judicial Committee

University Senate Bylaws, Article II., Section 5

C. COUNCIL ON LIBERAL EDUCATION

The Council on Liberal Education has responsibilities for baccalaureate degree requirements for those who graduate from the Twin Cities campus of the University.

Membership

The Council on Liberal Education shall be composed of faculty and student representatives (both undergraduate and graduate/professional); members of the academic staff may also be appointed. Three-quarters of the members of the Council shall be regular faculty members. ["Regular" as defined in *Faculty Tenure*]. The faculty members shall be appointed by the Provost, in consultation with the deans and with the Twin Cities members of the Educational Policy Committee, and shall be drawn from among the colleges and schools of the Twin Cities campus, including the professional schools. The student members shall be appointed by the Provost in consultation with the Twin Cities student members of the Student Committee on Committees. Academic staff members shall be appointed by the Provost in consultation with the P&A Consultative Committee. The chair of the Council shall be designated by the Provost and shall be a faculty member.

Duties and Responsibilities

- a. To review and approve or disapprove all proposals for courses designated for the Diversified Core Curriculum.
- b. To formulate the procedures for 1) proposing courses to be added to, and 2) deleting courses from, the Diversified Core Curriculum.

- c. To establish and regularly review the criteria for courses which will be considered for designation for the Diversified Core Curriculum.
- d. To establish criteria for courses which will carry the Special Designators (International Perspectives, Cultural Diversity, Citizenship and Public Ethics, Environmental Education, and Writing Intensive) and to review and approve courses which will carry the Special Designators.
- e. To regularly review for their effectiveness the distribution requirements and skills and competencies requirements for all baccalaureate degree candidates.
- f. To advise the Provost on implementation of recommendations concerning liberal education requirements.
- g. To foster continuing discussion among the faculty about issues of liberal and undergraduate education.
- h. To recommend to the Senate Consultative Committee such actions or policies it deems appropriate.

(updated: 12/6/11)

Faculty Senate Bylaws, Article IV., Section 5

D. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 12 faculty/academic professional members, 6 students (including one from a coordinate campus), and ex officio representation as specified by vote of the Faculty Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. The chair of the committee (or his or her designee) shall serve as an ex officio, nonvoting member of the Faculty Consultative Committee. Academic professional members must also be eligible to serve in the Senate.

Duties and Responsibilities

- a. To consult with and advise the president and senior officers it determines appropriate on all matters of educational policy and to recommend to the Faculty Consultative Committee and the Faculty Senate such actions or policies on educational issues it deems appropriate and necessary.
- b. To recommend to the Faculty Senate policies on the extension of the teaching, resources of the University to the people of the State of Minnesota at large and to advise the president and senior academic officers with respect to these matters.
- c. To formulate policies governing calendars, and to set the calendar of the University with the approval of the Faculty Senate and to approve any exemptions to that calendar.

- d. To consult with the executive vice president and provost on all matters of educational development and on all proposals related thereto.
- e. To recommend to the Faculty Senate and the president and senior academic officers policies concerning University programs offered for students of especially high ability and achievement.
- f. To recommend to the Faculty Senate policies on international education and to advise the president and senior academic officers on the operation of international education policies.
- g. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- h. To receive reports on the quality and effectiveness of undergraduate, graduate, and professional education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.
- i. To advise the senior vice president for academic affairs and provost on the ROTC program and relations between the University and the Department of Defense and to recommend to the Faculty Senate policies on University-ROTC relationships.
- j. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- k. To advise the Faculty Senate and the Provost on matters relating to classrooms.

(Updated: 7/18/05)

1. Ex Officio Members of Faculty Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place. The Faculty Senate vice chair may not designate an alternative representative to the Faculty Consultative Committee.

- Educational Policy--Office of the Senior Vice President for Academic Affairs and Provost (two representatives, Vice Provost and Dean for Undergraduate Education; Vice Provost and Dean for Graduate Education); Office of the Senior Vice President for Health Sciences

Faculty Senate Bylaws, Article IV., Section 5

J. JUDICIAL COMMITTEE

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. Members shall be nominated by the Faculty Committee on Committees with the approval of the Faculty Senate.

Duties and Responsibilities

- a. To discharge the powers, duties, and procedures of the Judicial Committee as set forth in *Faculty Tenure* and in the Judicial Committee's *Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to the Tenure Code in the areas of: academic freedom; personnel (promotion) decisions concerning tenured faculty; personnel decisions concerning probationary faculty; improper refusal of a new appointment to a non-regular faculty member; unrequested leave of absence from disability; termination or suspension of a faculty appointment for cause; termination or suspension in instances of fiscal emergency. Faculty members may lodge these types of complaints directly to the Judicial Committee without first going through other grievance procedures.
- c. To hear complaints of faculty members arising either from a case properly before the Judicial Committee as described in Section (b) above, or from a case heard initially before another grievance body (or bodies) at the University. In the latter, that is, the Judicial Committee has appellate jurisdiction over any other case brought by a faculty member who asserts that he or she has been adversely affected by action that violates regulations in *Faculty Tenure*.
- d. To cooperate with other grievance bodies or related committees, especially the University Conflict Resolution Office and the University Conflict Resolution Committee regarding the routing of complaints and appeals; and to make recommendations regarding them.
- e. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.

(Updated: 7/18/05)

University Senate Bylaws, Article II., Section 5

L. STUDENT BEHAVIOR COMMITTEE

The Student Behavior Committee is the central judiciary body for the Twin Cities Campus in all cases involving violations of the University's Student Conduct Code by individual students and as the primary judiciary body for the Twin Cities Campus in all cases involving violations of University rules and policies by student organizations under the jurisdiction of the Student Activities Office.

Membership

The Student Behavior Committee shall be composed of at least 9 faculty/academic professional members, at least 10 students, and ex officio representation as specified by vote of the University Senate. Members shall be nominated by the Committee on Committees with the approval of the University Senate. Academic professional members must be eligible to serve in the Senate.

Duties and Responsibilities

- a. To serve as the central judiciary body for the Twin Cities Campus in all cases involving violations of the University's Student Conduct Code by individual students.
- b. To serve as the primary judiciary body for the Twin Cities Campus in all cases involving violations of University rules and policies by student organizations under the jurisdiction of the Student Activities Office.
- c. To hold hearings in accordance with procedures specified in the University's Student Conduct Code and procedures adopted by the committee and approved by the Student Affairs Committee.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.

(Updated: 7/18/05)

1. Ex Officio Members of University Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place. The University Senate vice chair may not designate an alternative representative to the Senate Consultative Committee.

- Student Behavior--Office of the Senior Vice President for Academic Affairs and Provost (Director of the Office for Student Conduct and Academic Integrity)

C. Committee Memberships

ACADEMIC FREEDOM AND TENURE COMMITTEE

2012-2013

List compiled on: 3/7/2013

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COUNCIL ON LIBERAL EDUCATION

2012-2013

List compiled on: 3/7/2013

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EDUCATIONAL POLICY COMMITTEE

2012-2013

List compiled on: 3/7/2013

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JUDICIAL COMMITTEE

2012-2013

List compiled on: 3/7/2013

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